

## Position: Volunteer Network Coordinator

The NDSU Memorial Union provides student employment opportunities that intentionally promote the development of transferable skills and growth in interpersonal communication, problem solving, critical thinking and professional development.

**Student Employee Learning Outcome:** As a result of working in the Volunteer Network, students will serve as a dependable coordinator that communicates and participates effectively in order to implement excellent programs all while balancing a healthy workload.

Duty/Responsibility No:	1	Connect NDSU students, organizations, faculty, and staff to short-term and long-term service opportunities that meet identified community needs.
Percent of Time:	50	
<b>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)</b> <ul style="list-style-type: none"><li>• Present about service opportunities to classes, student organizations, fraternities/sororities, residence halls, etc.</li><li>• Process and respond to volunteer intake forms in order to match volunteers with service opportunities that highlight their interests and skills</li><li>• Network with community partners to understand volunteer needs and update agency database as necessary</li><li>• Log service hours for Bison Service Challenge</li></ul>		

Duty/Responsibility No:	2	Plan, organize, and recruit for campus-wide service events and charity drives that engage NDSU in service and civic engagement initiatives.
Percent of Time:	30	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none"><li>Plan 2-3 large-scale service events (300+ volunteers) with support of additional VN staff</li><li>Plan 2-3 campus-wide charity drives with support of additional VN staff</li><li>Recruit volunteers for large-scale service projects (ex: MLK Service Plunge, The Big Event, etc.)</li></ul>		

Duty/Responsibility No:	3	Train volunteers in best practices of working with nonprofits and facilitate reflection activities.
Percent of Time:	20	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none"><li>Plan engaging reflection activities that help volunteers examine root cause issues in the community.</li><li>Communicate the value of partnership and volunteer expectations.</li></ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b>  Work Safely
<b>Percent of Time:</b>	100	

Duty/Responsibility No:	4	Statement of duty/responsibility:  Provide excellent customer service and work effectively in a team environment.
Percent of Time:	100	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

- Provide prompt, courteous and efficient excellent customer service to all visitors, students, faculty and staff.
- Establish and maintain strong, supportive and positive working relationships with co-workers and customers.
- Maintain a high level of morale within the department and present self as a positive role model.

Duty/Responsibility No:	5	Statement of duty/responsibility:  Memorial Union Student Employee Development
Percent of Time:	100	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

- Attend Fall Student Team Training each year
- Complete all required University annual trainings: Baseline Safety Training, Preventing Sexual Harassment Training and Student Employee Handbook quiz.
- Actively participate in fall and spring semester workshops.
- Complete self-rating portion of the Memorial Union student employment evaluations each semester.

<b>SPECIFIC SKILLS OR EQUIPMENT REQUIRED</b>	Requires use/operation of (could include computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.):
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required, with or without accommodations, to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
See				x
Talk or hear				x
Taste or smell		x		
Lift & carry: up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds		x		

<b>up to 75 pounds</b>		<b>x</b>		
<b>up to 100 pounds</b>		<b>x</b>		
<b>more than 100 pounds</b>		<b>x</b>		

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